



DATE: MAY 2023
FLSA: I – Non-Exempt
II – Exempt

Management Analyst I/II – Conservation

POSITION OVERVIEW

Under general supervision or direction, performs analysis and coordination of the biological monitoring and land management program for the Coachella Valley Multiple Species Habitat Conservation Plan (CVMSHCP); works closely with state and federal agencies, non-profit conservation organizations, and other contractors on behalf of the Coachella Valley Conservation Commission (CVCC); coordinates committees to develop and implement monitoring and management programs; assists with preparation of the Annual Work Plan, draft budget, and related technical and analytical reports and documents; and performs related duties as assigned.

JOB DUTIES

In addition to the job duties outlined in the Management Analyst I/II classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

- Performs land management and outreach activities with member agencies such as:
 - Developing contracts with others to complete “on the ground” management tasks;
 - Coordinating construction and maintenance of fencing and barriers designed to control and manage public use of conservation areas;
 - Serving as a liaison between committees and appropriate law enforcement entities to keep trespassing and illegal dumping activities under control; and
 - Organizing and coordinating a docent/volunteer corps to help with public access, invasive species control, trails plan implementation, and public outreach.
- Coordinates various committees to develop and implement the habitat monitoring and conservation management programs.
- Coordinates with monitoring teams on updates of survey protocols and Reserve Management Unit Plans for the covered species and habitats, in consultation with other agencies and external biologists as needed.
- Represents member agencies in all matters related to biological monitoring, research, and management.
- Assists with review of proposed science-related projects; evaluates science-related proposals and/or programs; and provides responses to questions.
- Coordinates invasive species control activities, focusing on those invasive species with the greatest impacts on the Covered Species, conserved natural communities, and ecosystem processes within the Conservation Areas.

QUALIFICATIONS

Knowledge of:

- Management of public and private reserve lands.
- Local wildlife management issues and biological monitoring initiatives.
- Conservation of habitat for endangered/rare species.
- Invasive species control and habitat restoration techniques.
- State and federal wildlife and land management agencies.
- Outreach and education initiatives to increase access to open space.

Ability To:

- Coordinates regional conservation programs, activities, and special projects involving participation by diverse and varied interests.
- Read and interpret technical documents such as land records and maps.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Management Analyst I/II – Conservation: Equivalent to a bachelor's degree from an accredited college or university with major coursework in biological sciences, ecology, natural resource management, environmental studies, or a closely related field.

Management Analyst I – Conservation: One (1) year of professional experience in research techniques, surveys, and statistical methods, preferably in ecology, natural resources, or environmental studies.

Management Analyst II – Conservation: Three (3) years of increasingly responsible professional experience in research techniques, surveys, and statistical methods, preferably in ecology, natural resources, or environmental studies.

Licenses and Certifications:

- Possession of an appropriate valid driver's license to be maintained throughout employment.